

Director of Training

19 June 1953

Deputy Director of Training (General)

TRO Weekly Summary Report

1. Preliminary evaluation of the data obtained from the offices of the Agency for budgetary purposes revealed the following:

a. Approximately 8 to 10% of all Agency personnel are scheduled for training in one or more of the programs established by the Office of Training for the year 1954.

b. About 55% of the training requirements submitted are for DL/I personnel, 28% for DD/P including Communications personnel (external training only) and 17% for DD/A personnel.

c. The principle of area language training has been generally accepted throughout the Agency. Training requirements have been stated for 34 different languages, 89% desiring basic and advanced reading competence and 11% for basic or advanced speaking competence.

d. The requirements for Management and Administrative training are greater than expected, they are indicative of a general consciousness of need for training in this field. It is noted that the various offices have not confined their requirements to currently existing programs but have requested the establishment of new programs to meet their requirements.

2. During the week exploratory conversations were held with the Management Consultant firm of [REDACTED] with a view toward determining their capabilities to provide short-term training programs in the Executive Management Field for Agency personnel. Such courses tailor-made to meet Agency needs would employ the seminar and case study method, similar to that used by the Harvard School of Business in its six month management course. It is believed that a wider range of courses of shorter duration than the Harvard course could be presented by the training facilities of [REDACTED] at less cost and with wider participation of Agency personnel than is now possible by the limited use the Office of Training is able to make of the Harvard Program. The Harvard Program would continue to be used of course, reserved for very high level Agency personnel on the limited basis of two persons per class.

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3. Further indication of the growing emphasis placed by the offices of the Agency on regional and area programs is reflected in the request that 15 Agency employees be permitted to participate in the part-time Central Asia Program, which will begin 29 June at Georgetown University. This program will run for twelve months and will meet six hours a week.

4. Over 80 Agency employees have placed requests with the Office of Training to attend a lecture on "Mathematical Theory of Games", given by Col. Haywood on 19 June in the CIA Orientation room 117 Central Building. While this program was originally developed at the request of OSI it appears to have Agency wide interest.

5. As of 19 June 1953, 325 CIA personnel are enrolled in TRG courses, and 155 in external training courses, making a total of 480 in courses sponsored by the Office of Training (General).

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cc: TRG Staff and Division Chiefs